

**Millersburg Borough Council
Council Chambers
June 9, 2021 Meeting Minutes**

Call to Order – President Dietz called the meeting to order at 7:02PM with Cl’ms Bowman, Boyer, Hoch and Hoke present. Borough Manager Kayla Buker and Borough Secretary Ann Jackson were also present. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

Guests/Public Comment – Carole Casner

Approval of Minutes – Motion by Cl’m Bowman, seconded by Cl’m Hoke to approve the minutes from the May 12 and May 26, 2021 meetings as presented. Motion carried.

Public Comment

President Dietz recognized Carole Casner, 785 Church Street, who addressed Council regarding the condition of the properties next door to her at 787 and 789 Church Street. Complaints included are a tree in front of the property that was supposed to be removed; a tree in the rear of the property which has caused garage foundation damage and driveway heaving on Ms. Casner’s property and sewer line problems as far away as 783 Church Street; rodents in her swimming pool; overgrown bushes; debris from bushes causing spouting problems; and a broken fence from the tree in the rear of the property. President Dietz stated that these issues will be referred to our Codes Enforcement Officer for investigation. Additionally, Cl’m Boyer offered to conduct an inspection of the property and Ms. Casner gave Cl’m Boyer permission to go onto her property to do so. President Dietz directed Manager Buker to contact Habitat for Humanity regarding any assistance available for critical exterior home repairs. She is also to contact PSAB regarding roots if not addressed in our current ordinance, and to request sample ordinances on controlling invasive plants, since the property owner has planted bamboo. The Millersburg Area Authority Manager is also to be consulted regarding any direction they may have previously given to the property owner to have the tree in the front yard removed since it was reportedly obstructing a water line. Ms. Casner thanked the Council and then left the meeting.

Financial Reports – Council reviewed the Financial Report. Motion by Cl’m Hoke, seconded by Cl’m Hoch to accept the Financial Report as presented. Motion carried. The Capital Improvement Report was reviewed. President Dietz directed Manager Buker to pursue getting the AED units next. The scope of the Police Department vestibule window will be revisited, since Hershock’s previous quote was unacceptable. Motion by Cl’m Bowman, seconded by Cl’m Hoke to approve the Check Detail Report as presented. Motion carried with yes votes from Cl’ms Bowman, Boyer, Dietz, Hoch and Hoke.

Committee Reports

Employee Relations - No report.

Finance and Risk Management

Auditor’s Presentation of 2020 Financial Statements – Chairman Bowman reported that representatives from JH Williams will be present on June 23rd to present the 2020 financial statements.

KMIT Report to Management – Council reviewed the Annual Report. We are in good standing.

Parks and Recreation

Reports – Chairman Boyer apologized for his absence, due to his business obligations. Clean up of the river front will begin soon. Seal Park play equipment should have new safety surfaces put into next year's budget. Cl'm Boyer will advise Crew Leader John Hoffman on the planting of the new trees and shrubs for MYO Park next week. President Dietz directed that a watering protocol be created for the newly planted pieces and that the dead dogwood trees behind the grandstand be removed. President Dietz also asked that a dead tree in Riverfront Park at Cherry Street be removed. Manager Buker reported that stump grinding will begin on June 11th.

Picnic Table Options for Pavilion #3 – Council reviewed numerous samples and directed Manager Buker to purchase three regular eight-foot tables with wooden tops and galvanized frames and one eight-foot ADA accessible table to match as closely as possible. The Dr. Kreiser memorial funds are to be put towards this purchase and Phil Leer is to be contacted for the wording for the plaque. Motion by Cl'm Bowman, seconded by Cl'm Hoch as stated above. Motion carried with yes votes from Cl'ms Bowman, Boyer, Dietz, Hoch and Hoke.

MYO Park Grand Opening – Council further discussed options and who should be invited. The publicity for the event is to be accompanied by information on the overlook venue.

Facility Use Agreement – Ned Smith Center for Nature & Art Wildlife Festival – The organization requests the use of MYO and Riverfront Parks for a wildlife festival on July 31, 2021 from 5:00AM until 7:00PM. Secretary Jackson was directed to invoice for the use of all three pavilions at \$185, plus paper supplies. Manager Buker is to have a public works employee take a day off during the week in order to work the Saturday of the festival, thus the Borough employee overtime provision is non-applicable. Motion by Cl'm Hoke, seconded by Cl'm Bowman to approve the agreement as presented. Motion carried.

Property – Chairman Hoke had nothing to report.

Public Safety – President Dietz reported that Cpl. Wise has been accepted in the Dauphin County Police Chiefs Association. The Association is currently in a hiring round. Manager Buker is to follow up with Cpl. Wise to ascertain what stage they are in and if we can get on board.

Meeting Attendance – In an effort to improve communication between the Council and Police Department, President Dietz will ask for the officer on duty to spend 15-20 minutes attending the monthly meeting.

Streets

Walnut Street Sinkhole Repair Project – Manager Buker reported that she updated and clarified the temporary restricted parking notice. Mid-State Paving advised that they are waiting for supplies. President Dietz directed Manager Buker to call Virginia Thornton with Gannett Fleming to get the project on track.

Economic Development

MYO Park Overlook – President Dietz directed Manager Buker to publicize the MYO Park overlook as a wedding venue, working off the current draft compiled by Chris McGann. Additional information such as a chair rental vendor is to be included.

Action Plan – Cl'm Boyer requested Council hold a brainstorming session regarding the downtown area at an upcoming Committee meeting.

Millersburg Area Ambulance Association Ad Hoc Committee – No update available. Manager Buker will contact Cl'm Snyder to get the date of the next meeting.

Mayor's Report – No report. Police Department UCR was distributed to all CI'ms.

Manager's Report – Written monthly report was provided to all CI'ms. The Borough will receive \$263,347.74 in ARPA funds, in two payments, one year apart.

Former Millersburg Reamer & Tool Lot – Council gave permission to CI'm Boyer to contact Mr. Bowser with Campbell & Associates to see if there is any way to proceed with them acquiring the property. Alternately, Council may do a Request for Proposals, including a development plan for building the housing units.

Engineer's Report – No report.

Code Enforcement Officer's Report – Council reviewed the written report as submitted by Karen Zaporozec. President Dietz directed Manager Buker to post a reminder for property owners to keep their grass mowed on the Borough's website and Facebook page.

Unfinished Business

Request for Proposals for UCC Services – Council held further discussion on the proposals received from Barry Isett & Associates and BIU (Building Inspection Underwriters of PA). Commercial applications were reviewed. President Dietz directed Manager Buker to find out if BIU will be getting one of their staff members floodplain certified and how often Barry Isett has someone working in our area. Council intends to make their decision on June 23rd.

New Business

Flood Insurance Renewal – MYO Restrooms – Council discussed this further. President Dietz directed Manager Buker to check the assessment and flood plain maps to see if the restrooms are in the 100-year zone and if the 100-year zone is what is being used for the floor elevation. Secretary Jackson was directed to find out from our insurance agent how the valuation is determined, if any pictures were sent to the underwriter and if the building could be quoted at a \$25,000 valuation.

Facility Use Agreement – Korner Collectibles - Sip & Shop Events – Kim Ramberger has requested use of the sidewalks in front of her store at 267 Market Street for six "Sip & Shop" events. Council reviewed the special requirements. Ms. Ramberger advised that Jack Azz Distillery will provide a separate certificate of insurance for each month's event and that the certificates will not be issued until just prior to the event. Motion by CI'm Hoke, seconded by CI'm Bowman to approve the agreement with a \$75 user fee, contingent upon receiving the proper certificates of insurance. Motion carried.

Smucker Request for Variance – Upper Paxton Township Zoning Hearing Board – The Smucker property is just north of the Borough line on State Route 147 and the property borders most of the property owner's parcels on the north side of Lebo Street. Lebo Street resident Sherry Freeland made Council aware of the Smucker's request for a variance on the number of breeding female dogs a breeder may have. Other Borough residents' concerns were shared with Council. President Dietz directed that Manager Buker prepare a letter to the Zoning Board stating that Council has been made aware of Borough residents' concerns and would appreciate the Board giving any of them an opportunity to speak at the Zoning Board hearing on June 10th.

Communications – There were no new communications.

Organization Reports

Upper Dauphin COG – No report.

Millersburg Planning Commission – Manager Buker reported that there was no quorum at the June 2nd meeting. She requested Council’s permission to renew the Webex subscription and was given approval to do so.

Millersburg Area Pool Association – No report.

Millersburg Fire Company – No report.

Millersburg Area Authority – May 3, 2021 meeting minutes were provided to all CI’ms .

Dauphin County Tax Collection Committee – Will not meet until September.

Millersburg Ferry Boat Association –March 11 and April 8, 2021 meeting minutes were provided to all CI’ms. President Dietz directed Secretary Jackson to request the 2021 rates for Council action.

Dauphin Lebanon County Boroughs Association – President Dietz reported that next meeting will be held in July in person.

Zoning Hearing Board – No report.

Upper Dauphin Industrial Development Authority – No report.

Millersburg Civil Service Commission – No report. Council discussed the need for new appointees.

Millersburg Borough Safety Committee – Manager Buker reported that Committee has not yet met for June.

Next Meeting – President Dietz announced that the Council will meet next on June 23rd.

The meeting was recessed to the Call of the Chair at 10:00PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary